

**NORTH CENTRAL MICHIGAN COLLEGE  
BOARD OF TRUSTEES  
REGULAR MEETING 4:00 p.m.  
Iron Horse Café (Socially Distanced, Face Coverings)  
Tuesday, October 27, 2020**

1. CALL TO ORDER

Board Chair, Phil Millard called the meeting to order at 4:03 p.m.

2. ATTENDANCE

PRESENT Trustees Fought, Kring (via phone), Millard, Noël (via phone), Rasmussen, and Shirilla

ABSENT: Trustee Keiswetter

3. APPROVAL OF AGENDA

It was moved by Trustee Rasmussen and supported by Trustee Shirilla that the Agenda be approved with the following additions to the agenda.

- Communications - add item 5e LLL Offering History Courses
- Committee Reports - add Policy 405 Firearms, Explosives, or Weapons to Bylaws & Policy
- Unscheduled Public Comment – Update on former Board Member Marion Kuebler

AYES: Trustees Fought, Kring, Millard, Noël, Rasmussen and Shirilla

NAYS: None

4. APPROVAL OF MINUTES

It was moved by Trustee Fought and supported by Trustee Shirilla that the Minutes of the September 22, 2020, Regular Meeting be approved.

AYES: Trustees Fought, Kring, Millard, Noël, Rasmussen and Shirilla

NAYS: None

5. COMMUNICATIONS

President Finley provided updates on the following:

a. Card from mBank

Rebecca Aper, Treasury Management Officer at mBank in Cheboygan writes:

*Dear Dr. Finley,*

*I hope this card finds you and yours well and looking forward to an exceptional fall. I also want to congratulate you and the North Central Michigan College Community, on your leadership position with the Futures for Frontliners program.*

*What a tremendous way to positively effect our communities and set an example for change leadership. Thank you for all you do!*

*Warm Regards - Rebeca A.*

b. Jack Postle Column

The Petoskey News shared the following article titled "Quiet and remarkable":

*We should all mourn the loss of Jack Postle, 91, who died in South Carolina. Jack moved to Petoskey in 1960 to become the first OB/GYN at Burns Clinic, a position he held until 1991. It is fair to say his patients absolutely loved him as their physician.*

*He was involved with many things over the years here - United Way, Planned Parenthood, the committee to buy the land where the high school and middle school now sit.*

*He also served on the board of trustees of North Central Michigan College, rising to board chair. As such he suggested the college reach out to the community and out of that grew the long-running lecture series.*

*As the faculty sought to change the trimester system that had been in effect for years to semesters that got students out earlier so they could snag summer jobs, an effort met with resistance from college president Al Shankland, Jack looked down the board table and suggested that with months to go before the fall semester would commence, he was sure Al could come up with a semester calendar that would work for all parties. And thus it was changed.*

*The Postle family owned a parcel called "the farm" in Melrose Township which they donated to the Walloon Lake Land Trust as the Postle Preserve. In retirement Jack worked tirelessly for conservancies and trail organizations in South Carolina and wrote four books about the nature around him.*

*If you didn't know him, you missed out on meeting a special man.*

c. Jay T. O'Neil Obituary

Taken from the Petoskey News Review Obituary:

*Facing Little Traverse Bay, Jay Todd O'Neil passed away in his home on September 23, 2020. Jay became principal of Lincoln and Resort Elementary Schools. Prior to retiring, he was also principal at Ottawa Elementary School. Jay loved children. Not only his own, but the many he was principal of over the years.*

*Jay was a strong supporter in the founding of North Central Michigan College and helped prepare classrooms in what was then known as the Old Sheridan School Building.*

d. Marilyn Wilmot

Taken from the Petoskey News Review Obituary:

*Marilyn Kay Wilmot, 76, of Kewadin passed away October 9, 2020. Marilyn received her nursing degree from the University of Michigan and Hurley School of Nursing and went on to earn her Masters in Nursing from Wayne State. She taught Nursing for 20 years thru North Central Michigan College. Marilyn will be remembered for her love of flowers, amazing ability to teach, love of nursing and most of all her family. She was a wonderful wife, mother and grandmother and will be missed by all who knew her.*

e. LLL makes front page of Petoskey News Review.

On Friday October 23, 2020, Lifelong Learning (LLL) Club made the front page of the Petoskey News Review with a story about their upcoming History series.

Taken from the article written by Jillian Fellows:

*Curious to learn more about Petoskey's paranormal history? Or what caused the Edmund Fitzgerald to sink in Lake Superior? An upcoming series of history presentations offered by North Central Michigan College will explore these topics and more as part of its Lifelong Learning series.*

*"We launched this Lifelong Learning program a couple months ago, and actually we were working on it at the first of the year, but then we had to change direction just because we weren't able to get people here in person," said Christy Lyons, director of Corporate and Community Education for the college. "We've been offering a lot of programs online, partially in partnership with the University of Utah.*

*We've got a ton of classes that they're offering that we can log into, but we wanted to add some local classes as well."*

*A list of Lifelong Learning classes is available to view at [www.ncmclifelonglearning.com/events/](http://www.ncmclifelonglearning.com/events/), along with registration information.*

*"We did a nature series of classes and then we did an elder series of classes," Lyons said. "I guess this has just sort of turned into a history series of classes."*

*The upcoming history series, set to start on Oct. 29, has three free online presentations on Zoom. Participants need to register in advance.*

*Since Tuesday when the classes were announced, almost 100 people have registered for the Haunted Petoskey class, and around 50 for the Edmund Fitzgerald class.*

*The college is also working to plan a series in January called Fresh Start for 2021.*

*"I'm trying to raise awareness of the Lifelong Learning program, so next year, when we really start getting into some more local classes, there will be a good contact list and a lot more awareness of the program," Lyons said.*

## 6. SCHEDULED PUBLIC COMMENT

None.

## 7. FINANCIAL REPORT

Dr. Tom Zeidel, Interim Vice President for Finance & Facilities was asked by Trustee Fought to provide a financial report for September 2020. Tom certified that the financials from September 2020 are within the adopted tentative budget for 2020-21.

It was moved by Trustee Fought and supported by Trustee Rasmussen that the financial report and statement of bills be accepted as submitted.

AYES: Trustees Fought, Kring, Millard, Noël, Rasmussen and Shirilla  
NAYS: None

## 8. PRESIDENTS REPORT

President Finley shared the following updates:

### a. Campus COVID-19 Update

From the Campus COVID-19 update on Friday, October 23, 2020:

*We saw a significant uptick in the number of confirmed COVID-19 cases in Emmet County, with thirteen being reported. Please remain diligent in your efforts to minimize the risk of infection (social distancing, face-masking, hand washing, and health monitoring). Per established protocol, do stay home if you exhibit any COVID-19 symptoms. These steps to minimize the risk of infection are now more important than ever as inclement weather is now upon us, resulting in significantly increased indoor activity.*

*Each week information is being provided from the new Health Ticket System at the College, and we are pleased with how this system has worked thus far. Please also know that North Central's service area extends beyond that of the Health Department of Northwest Michigan. As such, the numbers reported in various categories may not perfectly align.*

*Should we be made aware of a COVID-19 situation on campus needing immediate action (i.e. an on-campus COVID-19 positive), we will communicate this information promptly. It is our sincere intention to hold safety paramount for all employees, while also endeavoring to maintain individual privacy.*

### b. AD/CL Building Renovation

On September 8, the AD/CL Building was opened to the campus community from the outside in, while the middle remains under construction. This approach enabled many existing classrooms and a few which were renovated to be used for the Fall 2020 semester. It is planned that the Foundation will move into the AD/CL Building come mid-November, followed by the Business Office and First Stop a few weeks later. It is planned that passage through the middle of the building will reopen prior to Thanksgiving, which will complete Phase I of the project. Phase II construction (the Addition) will continue thru April 2021.

### c. Five-Year Capital Outlay

The Five-Year Capital Outlay Plan provides state policymakers with the most current information available on institutional priorities and needs. This Plan should be revised as appropriate and approved annually by the institution's governing body.

The Plan evaluates all capital priorities in light of current programming efforts, anticipated programming changes, and the current capital base. Per Department of Technology, Management, and Budget (DTMB) instructions, the Five-Year Capital Outlay Plan should cover fiscal year 2022 through fiscal year 2026 at a minimum. It is to include both self-funded projects and those in which future state cost participation may be requested.

DTMB has developed a set of minimum criteria the comprehensive planning documents are to incorporate. These criteria are: Mission, Instructional Programming, Staffing and Enrollment, Facility Assessment, and Implementation Plan.

d. HLC Distance Learning Application Update

Per Provost Olson, the Higher Learning Commission (HLC) Substantive Change Application for Distance Learning (Online) Approval was submitted on October 9, 2020 and successfully received. Securing HLC approval will enable North Central to deliver entire academic programs to learners in Northern Michigan and beyond in this mode. Further, such approval is required by HLC after January 1, 2021.

I commend North Central faculty, both full-time and part-time, for their diligence in completing the necessary training and building online course shells that pass muster, so as to meet HLC expectations. The work of both Melanie Leaver and Pete Olson to prepare this application is to be commended. Each has worked in earnest to position North Central for success over the past five year with significant upgrades to online pedagogy and student supports. In addition, IT Department staff have provided a reliable network and access to BrightSpace software, so that remote students might learn via this mode. The entire campus (Student Services, Library, Learning Support Services, etc.) has pulled together to take this important next step to best serve our learners

e. Bear River Foot Bridge

Taken from Petoskey News Review article written by William T. Perkins:

*Petoskey officials have given the go-ahead on a long-awaited project that will reroute two major state and national nature trails through North Central Michigan College's nature area.*

*Petoskey's parks and recreation department has been in talks for more than four years to build a pedestrian bridge across Bear River between Howard Street and McDougal Road. North Central Michigan College, the Michigan Department of Natural Resources and North Country Trail Association are partners on the project, and a little less than 50 percent of the costs will be offset by a grant from the Natural Resources Trust Fund. Petoskey City Council members Monday approved a \$188,000 contract with a Lansing engineering firm to begin work on the project.*

*"It really has taken a herculean effort from community and staff to get to this point," City manager Rob Straebel said. "This is going to be a great project and further enhance our non-motorized trail and our ability to get around without a car, which is important to the residents and visitor to the city of Petoskey."*

*The project, which has been on multiple previous parks and recreation master plans, has hit multiple snags since Petoskey conducted an initial engineering and installation study in 2016. Some early projections aimed to build the bridge in 2019. Petoskey approved an agreement with the state in June of that year, but had to secure an easement from the college before the state would let the process proceed.*

*That requirement was fulfilled in March, but the state had to hold funding back amid budgetary restrictions arising from the COVID-19 pandemic. "I know we all look forward to cutting a ribbon down there and getting this open, because this is such an addition to what we already have," Petoskey Mayor John Murphy said.*

*The 80-foot-long pedestrian bridge is part of an initiative to reroute Michigan's Iron Belle Trail and the North Country National Scenic Trail - which share a path in this area through more natural areas and away from busy streets. The project will connect the college's nature area to the River Road Sports Complex and offer a link between 4 1/2 miles of trails in Petoskey and an 8-mile trail system in Bear Creek Township.*

*"We are very excited to have this bridge moving forward," said Mary Campbell of the North Country Trail Association, Jordan Valley Chapter. "It's actually been decades in the process ... This will help us to facilitate getting 3 1/2 miles of trail off the local roads, so we greatly appreciate this."*

## 9. COMMITTEE REPORTS

### a. Finance & Facilities

On Tuesday, October 20, 2020, the Finance & Facilities Committee met to review the 2019-2020 Audit Results, the AD/CL Building Renovation, Staff Negotiations, Enrollment/Tuition and the September Financials. Additionally, the College's Auditors, Stephen Peacock and Joshua Sullivan from the Traverse City Rehmann office joined to review their report on the College's June 2020 financial statements.

#### i. 2019-2020 Audit Results

The bound report covers the combined financial statements of the College and the Foundation in compliance with US accounting principles. The auditors issued a clean opinion on those statements. Their opinion can be found on pages 13-14 of the bound report.

The other report is a letter describing the auditors' communication with the Board regarding various matters.

The auditors expressed concern about the level of cyber security and made general comments about how it could be strengthened.

The auditors will be issuing a separate report on student financial aid covering Pell Grant and other federal aid programs. The holdup on this report is the absence of federal reporting requirements which are still being drafted.

It was motioned by Trustee Fought and supported by Trustees Rasmussen and Kring that the auditors' report on the financial statements of North Central Michigan College for the year ended June 30, 2020 issued by Rehmann be accepted, and the financial statements contained in this report be published in the Petoskey News-Review.

b. Bylaws & Policy

On Tuesday, October 27, 2020, the Bylaws & Policy Committee met to consider revisions to North Central's Board Policy #406 Freedom of Assembly, to include the verbiage "peaceful", and to review proposed Board Policy #405 Firearms, Explosives, or Weapons. These revisions to our Board Policy will protect freedom of speech, as well as foster safety for our campus community.

It was motioned by Trustee Rasmussen and Supported by Trustee Fought that Board Policy 406 Freedom of Assembly revisions be accepted to include the verbiage 'peaceful'.

AYES: Trustees Fought, Kring, Millard, Noël, Rasmussen and Shirilla

NAYS: None

It was motioned by Trustee Rasmussen and Supported by Trustee Fought that Board Policy 405 Firearms, Explosives, or Weapons revisions be accepted.

AYES: Trustees Fought, Kring, Millard, Noël, Rasmussen and Shirilla

NAYS: None

c. Personnel

The Personnel Committee met on Monday, October 26, 2020 at 9:00am via Zoom to review recommendations to hire for the following three positions.

i. Director of Information Technology

Alex has an Associate's Degree from Mid-Michigan Community College in Baccalaureate Studies and a Bachelor of Science degree from Lake Superior State University in Liberal Studies with a concentration in Computer Science and Math. In addition, he has Master of Science degree from Michigan State University in Management, Strategy, and Leadership. Alex's employment experience includes working for nine years at Lake Superior State University in a variety of roles including Network Administrator. And, more recently, he has been working as an Information Technology Infrastructure Analyst for the State of Michigan.

The interview committee was impressed with Alex's higher education background; his master's degree work that focused on technology in education; and, his willingness to create good working relationships with technology users across campus. Alex will bring a high level of technological and communication skills to the position of Director of Information Technology.

It was motioned by Trustee Shirilla and Supported by Trustee Kring that the Board hire Alex Freds as the Director of IT, at a starting salary of \$85,500 per year, prorated effective Monday, November 9, 2020.

AYES: Trustees Fought, Kring, Millard, Noël, Rasmussen and Shirilla

NAYS: None

ii. Institutional Research and Assessment Director

Mike has a Bachelor of Science degree from Michigan Tech University in Biomedical Engineering and a Master of Science degree from Wayne State University in Biomedical Engineering. His employment experience includes multiple positions at Beaumont Health System in Royal Oak, Michigan, since 2008 including Research Intern; Research Engineer I; and, Research Engineer II. In addition, he has been an Assistant Professor at Oakland University's William Beaumont School of Medicine mentoring and monitoring medical students in capstone research projects. Mike moved to the Petoskey area a year ago in conjunction with his wife's job relocation.

The interview committee was impressed with Mike's knowledge of multiple research tools and statistical software such as Microsoft Access, MATLAB, SPSS, and Sigmaplot. In addition, his professionalism and communication skills were clearly evident during the interview process.

It was motioned by Trustee Shirilla and Supported by Trustees Rasmussen and Fought that the Board hire Michael Kurdziel as the Institutional Research and Assessment Director, at a starting salary of \$67,000 per year, prorated effective Monday, November 2, 2020.

AYES: Trustees Fought, Kring, Millard, Noël, Rasmussen and Shirilla  
NAYS: None

iii. Marketing Specialist

There were seventeen applicants for the position. Five received initial zoom interviews with the selection committee, and the top two candidates were interviewed in-person. Ms. Hoogerhyde was selected for this position because of her strong marketing background, communication and project management skills, superior grasp of market research, higher education experience, strong social media skills and understanding of various aspects of digital marketing and analysis.

Ms. Hoogerhyde graduated Suma Cum Laude from Saginaw Valley State University, with a Bachelor of Business Administration (BBA) in Marketing Management. She has two published works in international research journals. Other experience includes being a Marketing Coordinator at both Petoskey Plastics and Shanty Creek Resorts and a Marketing Assistant at Aramark University Center, which augments Ms. Hoogerhyde's experience – having worked with area universities.

It was motioned by Trustee Shirilla and Supported by Trustees Noël and Kring that the Board hire Michaela Hoogerhyde as the Marketing Specialist, at a starting salary of \$51,000 per year, prorated effective Monday, November 16, 2020.

AYES: Trustees Fought, Kring, Millard, Noël, Rasmussen and Shirilla  
NAYS: None

Trustee Shirilla added that the financials were reviewed and these were budget neutral hires.

## 10. OLD BUSINESS

None.

## 11. NEW BUSINESS

Trustee Millard confirmed that quorum was available for the November 24<sup>th</sup>, 2020 and December 22<sup>nd</sup>, 2020 Board Meetings. The Board confirmed that these two dates would remain as scheduled.

## 12. STUDENT SUCCESS

### a. North Central Cross-Country Team takes 1<sup>st</sup> in Bay College Invitational

President Finley provided an update on the North Central Cross-Country Teams season.

The North Central Women's Cross-Country team secured their first team victory and individual meet championship on Saturday at the Bay College Invitational in Gladstone, MI. North Central's runners took the top 3 spots to secure the team win, led by Charlevoix native, Hilary Way.

Ashley Antonishen, Director of Athletics shared:

*On a cold and windy race day, the NCMC women proved to be tough competitors both mentally and physically. Way crossed the 5K finish line to lead all runners with a time of 21:36, followed by Kenzie Haas at 22:26 (2<sup>nd</sup> place) and Korrie Haas at 24:02 (3<sup>rd</sup> place). Finishing in 8<sup>th</sup> place and helping secure the team win was Sydney Bess who posted a time of 31:34.*

*The team took the top accolade home with a score of 25 points, followed by Bay College at 33, and Kirtland with 45. The team, in just its second year of existence has earned 2<sup>nd</sup>, 3<sup>rd</sup> and now 1<sup>st</sup> place finishes in races against Michigan Community College varsity teams.*

*Coach Anderson was pleased with his team's effort and had positive remarks following the event, "All four raced exceptionally well, particularly given the windy conditions. As a team, our focus has been on the importance of exceptional effort to meet challenges, even when doing so is not comfortable. I have no doubt these four women pushed themselves, gave their full effort, and met the challenge of this race. Their results speak for themselves."*

President Finley shared that they finished the season with the Trick or Trot at Nubs Nob. He personally participated in the event and commented on the final incline feeling higher than it was. It was a great event, there were roughly 15 people who participated and most, if not all were in costume.

President Finley plans to invite the team to share and celebrate their accomplishments at the November Regular Meeting.

## 13. UNSCHEDULED PUBLIC COMMENT

Trustee Kring shared an update on Marion Kuebler, former Board of Trustee. Marion has been battling heart issues for some time, and she is scheduled for an upcoming cardiac related procedure. Trustee Kring wanted to make everyone aware and asked that we keep her in our thoughts and prayers.

14. ADJOURNMENT.

There being no further business, it was moved by Trustee Fought and supported by Trustee Noël that the meeting be adjourned at 4:40 p.m.

AYES: Trustees Fought, Kring, Millard, Noël, Rasmussen and Shirilla

NAYS: None

/S/ Irma Noël, Secretary

/S/ Philip Millard, Chairman

NOTE: This Regular Meeting of the Board of Trustees was conducted in a “socially distanced” manner per MDHHS and MIOSHA orders. Face coverings were worn for the duration of this meeting.